



# Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction  
Hathaway Building, 2<sup>nd</sup> Floor, 2300 Capitol Avenue  
Cheyenne WY 82002-0050

Phone: 307-777-7675 Fax: 307-777-6234 Website: [edu.wyoming.gov](http://edu.wyoming.gov)

## MEMORANDUM NO. 2012 – 176

**TO:** School District Superintendents  
Curriculum Coordinators  
High School Principals  
High School Counselors

**FROM:** Julie Magee, Director  
Standards, Learning & Accountability Division

**DATE:** December 14, 2012

**SUBJECT:** 2013-2014 Hathaway Success Curriculum Course Verification

### Action Required: Time Sensitive

Wyoming legislation Enrolled Act No. 125 states that each school district will submit, and the Wyoming Department of Education will verify, a list of courses provided in the district which satisfy the success curriculum requirements specified. Please see § 21-16-1307(f)(i):

*“[The department shall by rule and regulation]: Provide for each school district to submit, and the department to verify, a list of courses provided in the district which satisfy the success curriculum requirements specified in this section. The rules shall include a process to authorize and verify functional equivalents of courses specified in this section. The verification process shall be completed in sufficient time for students registering for the subsequent school year to be apprised of the courses which meet the success curriculum requirements.”*

Detailed instructions for the 2013-14 Hathaway Success Curriculum (HSC) will accompany each district's HSC form, which will be emailed directly to each district on or before December 21, 2012. Below is the timeline for the 2013-14 HSC course verification process:

Role	Deadline	Action Step
WDE	December 21, 2012	Email electronic HSC course verification documents and the Statement of Assurance form to district offices.
School District	February 1, 2013	HSC course verification deadline for school districts. Return completed electronic HSC course verification document to Julie Magee ( <a href="mailto:julie.magee@wyo.gov">julie.magee@wyo.gov</a> )



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WDE	February 1-22, 2013	Complete final update for 2013-14 school year. *** NOTE – If there are issues with a school district's Hathaway Success Curriculum, a WDE Content Specialist will contact the person listed on the course verification form to clarify any issues.***
WDE	Week of February 25, 2013	Send out final updated 2013-14 course verification form to school districts.

Please remember the HSC form is a living document; therefore, any changes needed for the current school year are also allowed as needed.

The WDE understands you may need additional guidance as you go through this process. If you need any assistance updating your HSC forms, please contact Julie Magee at 307.777.8740 or [julie.magee@wyo.gov](mailto:julie.magee@wyo.gov).

JM:dr